

Selecting a CBA Account

1. If the traveler has a current Individually Billed Account (IBA), DTS will default the method of reimbursement to the IBA. To change to a Centrally Billed Account (CBA), select the dropdown next to the “Type” field and change to “Comm Air (Central Bill)”, then select the “Save Selected Flight” button.

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File Edit View Favorites Tools Help

Flight Selected

\$368.30 / \$358.00

United Flight: **1235**

Depart: **IAD - Washington, Dc** At **0600** On **Sun 16-Apr-06**
 Arrive: **DEN - Denver, Co** At **0747** On **Sun 16-Apr-06**
 Class: **YCAIAD - Y**
 Confirmation:
 Number:
 Ticket Number:
 Status:
 Seat Selection: [Select Seat](#)
[> OSI-Other Supplementary Information](#)

Duration: 3:47

Ticket Date:
 Total Tax: PassFacChg: Fees:
 Issue Date:

Enter the following details:

Frequent Flyer:

Type:

Method of Reimbursement:

CBA Label:
 CBA Account:

If necessary, add comments to the travel agent:

Overall Ending Point

Leave From: **DENVER, CO** [Edit](#)
 Return Loc: **RES: BURKE, VA**
 Arrive: 22-Apr-06

Will default to "Comm Air (Indiv Bill)" if traveler has a current IBA. Select "Comm Air (Central Bill)" from the Type dropdown to change to CBA.

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2. This will save the method of reimbursement to your organizations default CBA account. If you need to change to an alternate CBA account, select the “Change Ticket Data” link. If already defaulted to a CBA account (because the traveler does not have a current IBA), but you need to change to a different CBA account, also use the “Change Ticket Data” link to select an alternate CBA account.

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File Edit View Favorites Tools Help

Flight Saved

\$368.30

United Airlines Inc. (UA) Flight: 1235

Depart: **IAD-Washington, Dc** At **6:00 AM** On **Sun 16-Apr-06**
 Arrive: **DEN-Denver, Co** At **7:47 AM** On **Sun 16-Apr-06**
 Class: **YCAIAD - Y**
 Confirmation Number:
 Ticket Number: See Attached Ticket 1
 Status: REQUEST
 Seat Selection: Window Seat
[OSI-Other Supplementary Information](#)

Ticket Date: 12-Apr-06

Total Tax: \$0.00 PassFacChg: \$0.00 Fees: \$0.00
 Issue Date:

Flight Details Entered:

Frequent Flyer: 44112333
 Type:
 Method of Reimbursement: Central Bill
 CBA Label: CBA EWTS Act
 CBA Account: 448616000000XXXX

Comments to the Travel Agent:
 =>

[Change Ticket Data](#)

TDY/TAD Loc: **DENVER,CO**

Arrive: 16-Apr-06
 Leave: 22-Apr-06

Carrier / Flight: United Airlines Inc. (UA) 1235 [Edit](#)
 0600 - 16-Apr-06 [Remove](#)
 Depart: IAD-Washington, Dc (Usa) (Dulles Apt)
 0747 - 16-Apr-06
 Arrive: DEN-Denver, Co (Usa) (Denver Int'L Apt)

Overall Ending Point

Leave From: **DENVER,CO** [Edit](#)
 Return Loc: **RES: BURKE, VA**
 Arrive: 22-Apr-06

Start | [Icons] | [Defense Travel Sys...] | [Defense Travel Sys...] | [Defense Travel Sys...] | [Defense Travel Sys...] | 3:31 PM

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3. Select the “CBA Accounts” link to display of list of CBA accounts associated to your organization.

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File Edit View Favorites Tools Help

EDIT Ticket Information

Enter or select the required data.

Please Note: A **Red Star (*)** indicates a field is required.

* Type:

* Description:

* Ticket No:

* Ticket Value:

Cost:
(If different from ticket value)

* Departure Date (mm/dd/yyyy):

Issue Date (mm/dd/yyyy):

* Ticket Date (mm/dd/yyyy):

CBA Label:

CBA Account: [CBA Accounts](#)

If necessary, add comments to the travel agent:

> [view expense details](#)

Save

Leave From: **RES: BURKE, VA** [Edit](#)

TDY/TAD Loc: **DENVER, CO**

Arrive: 16-Apr-06

Leave: 22-Apr-06

Carrier / Flight: United Airlines Inc. (UA) 1235 [Edit](#)

Depart: 0600 - 16-Apr-06 [Remove](#)

IAD-Washington, Dc (Usa) (Dulles Apt)

Arrive: 0747 - 16-Apr-06

DEN-Denver, Co (Usa) (Denver Int'L. Apt)

Overall Ending Point

Leave From: **DENVER, CO** [Edit](#)

Return Loc: **RES: BURKE, VA**

Arrive: 22-Apr-06

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4. Select the appropriate CBA account using the “select” link.

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Traveler Name: [Louis Theodore](#) Document Type: Authorization [Help for this screen](#)

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[Air](#) [Lodging](#) [Rental Car](#) [Rail](#) [Other Trans.](#)

CBA Accounts

Below is a list of CBA accounts for your organization. Please select one of them for your trip document to use.

Master CBA Accounts for organization HPM01

Select	Account Label	CBA Account	Expiration Date
select	CBA EWTs Act	448616000000XXXX	31-Dec-07
select	EWTs_AIR_CBA	448612006716XXXX	31-Mar-08
select	DEFAULT CBA	111111111111XXXX	01-Nov-20

[Cancel](#)

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5. Select the “Save” button to confirm the change.

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File Edit View Favorites Tools Help

ADD Ticket Information

Enter or select the required data.

Please Note: A **Red Star (*)** indicates a field is required.

* Type:

* Description:

* Ticket No:

* Ticket Value:

Cost:
(If different from ticket value)

* Departure Date (mm/dd/yyyy):

Issue Date (mm/dd/yyyy):

* Ticket Date (mm/dd/yyyy):

CBA Label:

CBA Account: [CBA Accounts](#)

If necessary, add comments to the travel agent:

> [view expense details](#)

Save

Leave From:	RES: BURKE, VA	Edit
TDY/TAD Loc:	DENVER, CO	
Arrive:	16-Apr-06	
Leave:	22-Apr-06	
Carrier / Flight:	United Airlines Inc. (UA) 1235	Edit
Depart:	0600 - 16-Apr-06 IAD-Washington, Dc (Usa) (Dulles Apt)	Remove
Arrive:	0747 - 16-Apr-06 DEN-Denver, Co (Usa) (Denver Int'l. Apt)	

Overall Ending Point

Leave From:	DENVER, CO	Edit
Return Loc:	RES: BURKE, VA	
Arrive:	22-Apr-06	

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6. Confirm that the Accounting Codes reflect “Com. Carr.-C” to indicate Centrally Billed (versus “Comm. Carr-I” indicating Individually Billed).

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 Traveler Name: [Louis Theodore](#) Document Type: Authorization [Help for this screen](#)

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[Accounting Codes](#) [Trip Totals](#)

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 16-Apr-06 [Find Accounting Label](#)
 End Date: 22-Apr-06 [Change Organization](#)

Accounting Label: From **HPMO1**
 Shared LOA:

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed.
Please make sure the LOA's assigned have costs allocated to it.

Accounting Label	Organization	View/Edit Acctg Code	Remove
06 GENERAL	HPMO1	view/edit	remove

Expenses Summary

Category	Allowed	Actual
COM. CARR.-C :	\$368.30	\$368.30
LODGING :	\$744.00	\$744.00
M&IE :	\$318.50	\$318.50
OTHER :	\$0.00	\$0.00
06 GENERAL Sub Total:	\$1,430.80	\$1,430.80
Calculated Trip Cost:	\$1,430.80	\$1,430.80

Proceed to the following page: [Continue](#)

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